

Confidential Shred Containers for Witnessed Paper Shredding

State Records Center (SRC) Pick-up and Delivery

The SRC offers lockable shred containers for witnessed paper destroy. The paper from the containers will be shred into 1/4" strips (P-2 Security Level) using an industrial strip-cut paper shredder at the SRC. For a monthly service charge the lockable bins will be exchanged and the paper shred by an SRC Inventory Control Coordinator. This service allows us to provide a witnessed confidential destroy in addition to our existing confidential paper/media destroy services. The witnessed confidential destroy paper will be collected in lockable shred bins and shred while a member of our staff and/or your agency staff member observes.

Process & Fees:

- The monthly rental is \$27.00 per shred container with one scheduled exchange each month.
- A set monthly exchange date will be scheduled with the SRC.
- Once at the SRC, the paper will be witnessed shred and collected in large cardboard containers (Gaylords).
- The shredded paper is placed in the SRC confidential shred trailer, sealed, tagged, and transported to the Fort Howard Corporation for certified destroy.
- There is NO charge for witnessed destroy paper boxes delivered to the SRC, same as non-witnessed confidential destroy paper.
- Delivery of witnessed paper destruct or confidential paper destruct must be scheduled with the SRC.
- For additional pickups, contact the SRC. A fee of \$14.00 will be added to the monthly rental.
- The containers are 65gallon capacity, 30" L x 25" W x 41" H and have locked slotted lids for security.
- To witness the destruction, you must schedule a time with the SRC.
- A Certificate of Destruction will be sent upon request.

The existing SRC confidential paper/media destroy service will not change.

If you have questions call (608) 266-2995, DOADEORecordsCenter@wisconsin.gov